

# FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT  
12000 Government Center Parkway, Suite 427  
Fairfax, Virginia 22035-0013

[www.co.fairfax.va.us/dpsm](http://www.co.fairfax.va.us/dpsm)

V I R G I N I A

Telephone: (703) 324-3201 Fax: (703) 324-3228 TTY 1-800-828-1140

NOV 01 2002

Executive Personnel Services, Inc.  
1990 M. Street, NW, Suite 480  
Washington, D.C. 20036

Attention: Gerald M. Shealey, President & CEO  
Subject: Acceptance of Contract Award  
Reference: RFP02-587670-16; Temporary Clerical Services

## ACCEPTANCE AGREEMENT

Award is hereby made on October 31, 2002, to Executive Personnel Services, Inc. for the term from November 1, 2002 through October 31, 2003 for Temporary Clerical Services in accordance with:

- 1) This Acceptance Agreement;
- 2) The terms and conditions of RFP02-587670-16;
- 3) Awarded category, Computer Operator
- 4) Memorandum of Negotiations executed as of this date.
- 5) This contract hereafter shall be known as BL02-587670-16E

Other representations:

This is not an order; Purchase Order or other notice to proceed will follow. An original Certificate of insurance, as described in Paragraph 20 of the Special Provisions, is required within ten (10) days of contract award. All prior representations and additional or inconsistent oral or written statements are superceded, null and void. Contract award documents may be viewed on the Department of Purchasing and Supply Management website at [fairfaxcounty.gov/dpsm/contracts.htm](http://fairfaxcounty.gov/dpsm/contracts.htm).

County Purchasing Agent:

  
Cathy Muse, CPPO



# FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT  
12000 GOVERNMENT CENTER PARKWAY, SUITE 427  
FAIRFAX, VIRGINIA 22035-0013

www.fairfaxcounty.gov/dpsm

VIRGINIA

TELEPHONE: (703) 324-3201 FAX: (703) 324-3223 TTY: 1-800-828-1140

ISSUE DATE MAY 30, 2002	REQUEST FOR PROPOSAL NUMBER: RFP02-587670-16	FOR: TEMPORARY CLERICAL SERVICES
AGENCY: VARIOUS	DATE/TIME OF CLOSING: JUNE 27, 2002/3:00 P.M.	CONTRACT ADMINISTRATOR: LONNETTE ROBINSON AT 703-324-3281; email to lrobin@fairfaxcounty.gov

**Proposal** - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, at the price set opposite each item, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

NOTE: Fairfax County does not discriminate against faith-based organizations in accordance with the Code of Virginia, §22-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

NAME AND ADDRESS OF FIRM:

Telephone/Fax No.: 202-785-8367 / 202-833-4136

EPST

E-Mail Address: JShealey@EPSTStaffing.com

1990 Mt. St. Ste 480 NW  
W DC 20036

VA State Contractor's License  
No.: B04

Federal Social Security No.:

Prompt Payment Discount: \_\_\_% for payment within \_\_\_ days/net  
\_\_\_ days

Fairfax License Tax No.: B04 0239183

CHECK ONE: ☐ INDIVIDUAL

☐ PARTNERSHIP ☒ CORPORATION

State in which Incorporated: \_\_\_\_\_

Vendor Legally Authorized

Signature

Print Name and Title

Date

Secretary

By signing this proposal, Offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in Paragraph 64 of the General Conditions and Instructions to Bidders, regarding financial disclosure requirements.

Sealed proposals subject to terms and conditions of this Request for Proposal, will be received at 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035 until time/date specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the offeror.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION

(DPSM32) (rev 2/02)

ORIGINAL

**Memorandum of Negotiations for BL02-587670-16E  
Temporary Clerical Services**

The Fairfax County (hereinafter called the County) and Executive Personnel Services, Inc. (hereinafter called the Contractor) hereby agrees to the following in execution of Contract BL02-587670-16E.

The Contract shall include the following:

- The Request for Proposal (RFP), as issued to include Addendum No. 1 and 2
- Executive Personnel Services, Inc.'s Technical and Business Proposals dated July 16, 2002
- This Memorandum of Negotiations
- Any subsequent amendments to the contract mutually agreed upon in writing between the County and Executive Personnel Services, Inc.

The following provision is to be incorporated in the Contract:

I. Work Orders

1. The normal work hours are from 8:00 a.m. to 5:00 p.m. (Monday through Thursday) and 8:00 a.m. to 6:00 p.m. (Friday). EPSI offers 24 hours service. An agency will be notified about the status of their order within timeframe as specified upon initial contact. EPSI will contact the agency within 30 minutes of receiving a work order. After speaking with the agency and completing all necessary information to fill the request, EPSI will update the agency on the status within 30 minutes, one hour, by close of business, etc.—depending on agency's request.

2. Same-day work orders.

"Urgent" and "priority" can be used interchangeably. EPSI can offer a temp to fill a same day job order -- depending on variables, such as time of day, job duties, and skills/qualifications needed.

3. If an order cannot be filled.

As a part of our normal procedure for reporting the status of a job order, if an order cannot be filled, EPSI will notify the agency within the timeframe specified upon initial contact.

II. TEMPORARY REPLACEMENT AND EVALUATION

1. Unplanned absenteeism of a temporary assigned to a County agency.

If temp is planning to be absent or late for an assignment, he/she is expected to notify both EPSI and the agency supervisor at least two hours prior to scheduled work start time. However, if the temp is limited to only one call, he/she is instructed to notify EPSI. EPSI will immediately notify the agency.

A replacement temp will be supplied at the agency's request. EPSI can arrange the replacement of a temp for the next reporting day or, as desired by the agency, the same day -- depending on variables, such as time of day, job duties, and skills/qualifications needed.

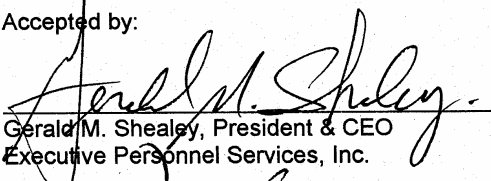
2. Replacement of a temporary

EPSI can offer a replacement temp on same day of request -- depending on variables, such as time of day, job duties, and skills/qualifications needed.

3. Evaluating temporary performance.

EPSI instructs all temps to report to their assignments 15 minutes prior to scheduled work start time. The temps are to notify EPSI upon arrival on first day of assignment. If we have not heard from the temp before start of assignment, we contact the agency (assignment supervisor). At the end of workday, EPSI contacts agency supervisor by phone for first-day evaluation of temp. At week's end, EPSI submits temp evaluation form to agency supervisor. Subsequently, evaluation forms are submitted weekly, monthly, quarterly – depending on previous evaluations, length of assignment, or as desired by client.

Accepted by:

  
Gerald M. Shealey, President & CEO  
Executive Personnel Services, Inc.

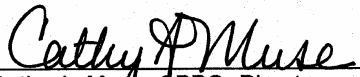
Date

10/23/02

  
Peter J. Schroth, Director  
Fairfax County Human Resources

Date

10-31-02

  
Cathy A. Muse, CPPO, Director  
Department of Purchasing & Supply Management

Date

11/1/02

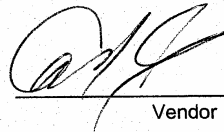
**APPENDIX B**  
**RFP02-587670-16**

**COG Rider for Additional Jurisdictions**

REFERENCE PARAGRAPH 31 OF THE SPECIAL PROVISIONS, "BIDDERS AUTHORIZATION TO EXTEND CONTRACTS":

YES	NO	JURISDICTIONS	YES	NO	JURISDICTIONS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alexandria Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Madison County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alexandria Sanitation Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manassas Park Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alexandria, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manassas, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arlington County, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manassas City Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arlington Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maryland-National Capital Park & Planning Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bowie, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Metropolitan Washington Airports Authority
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Charles County, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Metropolitan Washington Council of Governments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chevy Chase Village, MD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Montgomery Community College
<input checked="" type="checkbox"/>	<input type="checkbox"/>	City of Fairfax, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Montgomery County
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clark County Administrative Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince George's County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	College Park, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Montgomery County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Culpeper County Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Northern Virginia Community College
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District of Columbia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Northern Virginia Regional Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District of Columbia Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Orange County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fairfax County Water Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince George's County
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Falls Church City Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince William County
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Falls Church, Virginia	<input type="checkbox"/>	<input type="checkbox"/>	Prince William County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fauquier County Schools	<input type="checkbox"/>	<input type="checkbox"/>	Prince William County Service Authority
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frederick City, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rappahannock County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frederick County Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rockville, Maryland
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frederick County Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shenandoah County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gaithersburg, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stafford County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Greenbelt, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Takoma Park, Maryland
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Herndon, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Town of Vienna, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loudoun County Sanitation Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper Occoquan Sewage Authority
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loudoun County, Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Washington Suburban Sanitary Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loudoun County, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Virginia Railway Express
					Washington Metropolitan Area Transit Authority

YOU MUST RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE. CONTRACT AWARD SHALL NOT BE MADE WITHOUT IT.



Vendor Name